

GRS Update Proposal - Proclamations, Declarations, and Executive Orders (New GRS)

Proposed New Schedule

Title

Proclamations and Executive Orders (New GRS)

Description

These are proclamations, declarations, or executive orders issued by a governor, mayor, or other executive officer or body. Proclamations are formal public announcements related to certain matters of government. They may designate classes of cities, call special legislative sessions, publish states-of-emergency, or publicly avow or cause certain matters of state government to be made generally known. Declarations may recognize or call attention to people, groups, bodies, or actions that have a public purpose; designate special days or other time periods; or invoke specific legislative purposes. Executive orders set policy for an executive branch of government; create boards and commissions; provide for the transfer of authority; or otherwise interpret, implement, or give administrative effect to a provision of the Constitution, state law or executive policy.

Retention and Disposition

Retain permanently. Records may be transferred to the Archives.

Explanation for Update

We are proposing the creation of this GRS based on input from agencies looking for it and not finding it--there is currently no schedule for proclamations, declarations or executive orders. We have been directing records officers to GRS-1716 Public relations records for proclamations, but have determined that a new schedule would be more appropriate. Although executive orders and declarations differ in key ways from proclamations, we believe that including them in the same schedule is sufficient, since they are related and all carry the same historical value.

Feedback

7/16/2021 8:42:19	(New GRS) Proclamations, Declarations, and Executive Orders	I agree that this is a wise move to preserve the nature of information communicated through Exec Orders, Declarations, and Proclamations.		Stephanie Argoitia		801-538-9925		sargoitia@utah.gov
7/16/2021 9:02:22	(New GRS) Proclamations, Declarations, and Executive Orders	I think this would be very helpful and I feel that these documents should be permanent.		Michele Jolley		14358966439		michele@richfieldcity.com
7/16/2021 14:58:40	(New GRS) Proclamations, Declarations, and Executive Orders	I love the idea of adding clarification on Proclamations and Executive orders. This will make the retention schedule and definition easier to find.		Brooke Smith		801-264-2662		bsmith@murray.utah.gov
7/19/2021 8:55:27	(New GRS) Proclamations, Declarations, and Executive Orders	I agree with and support this update.		Jalayne Hatch		435-716-9517		jalayne.hatch@loganutah.org
7/19/2021 9:44:02	(New GRS) Proclamations, Declarations, and Executive Orders	I think this is a great schedule to add!		Elizabeth VanDerwerken				evanderwerken@provo.org

	and Executive Orders							
7/20/2021 8:14:37	(New GRS) Proclamations, Declarations, and Executive Orders	I support this change! It helps to clarify what to do with these types of documents.		Annemarie Plaizier		801546 1235		aplaizier@kaysvillecity.com